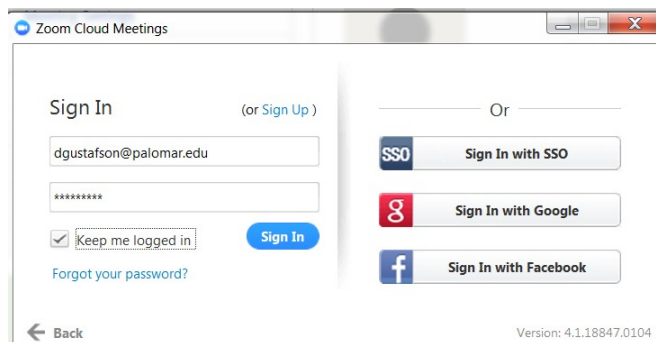


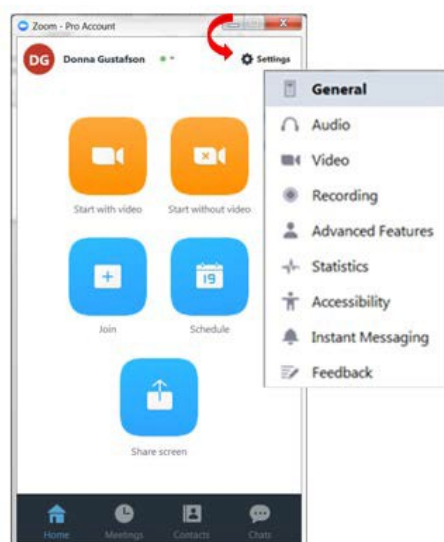
USING THE DESKTOP APP



ConferZoom credentials.

Note: Using the alternate sign in options may not connect you to your ConferZoom account if your email and passwords do not match.

OPTIONS AND SETTINGS MENUS



SETTINGS MENU:

General: application, content sharing, and instant message options.

Audio: Configure and test audio.

Video: Configure and test video.

Recording: Choose options, storage, and manage recordings.

Advanced Features: Enable advanced features to access the website portal, edit your profile or change advanced meeting settings.

Statistics: Overall CPU and memory performance (other tabs are disabled).

Accessibility: Font size and keyboard shortcuts.

Instant Messaging: Manage instant messaging and notification settings.

SESSION TOOLBAR



1. **Mute:** Mute or unmute audio: click the ^ for a menu of audio options.
2. **Start Video:** Start/stop video, click the ^ for a menu of video options.
3. **Invite:** Send invites by email, contacts, or Zoom Rooms
4. **Manage Participants:** Open the **Participants** side panel to select options for individuals or the group.
5. **Polls:** create and launch a poll. *
6. **Share Screen:** Launch sharing a desktop or individual applications. Click the ^ for additional options.
7. **Chat:** Send a private or group chat during the session.
8. **Record:** Choose to store the recording on the computer, or to the cloud.
9. **Closed Caption:** Alternative place to assign a captioner, also displays active captions.*
10. **Breakout Rooms:** Create sub-rooms, and assign participants to rooms. *
11. **End Meeting:** Leave the meeting, but allow it to continue, or end the meeting for everyone.

** Features can be enable through **Settings** > **Advanced Features** on the desktop app, or log into the website portal and enable features in **Meeting Settings**.*